

**Governor’s Commission on Minority and Women’s Business Enterprises**

Quarterly Public Commission Meeting  
IGCS, Conf. Room B, 302 W. Washington St.,  
Indianapolis, IN 46204  
Monday, December 10, 2018 | 1:00 p.m.

**Meeting Minutes**

**I. Call to Order**

Chairman Wilson called the meeting to order Monday, December 10, 2018 at 1:00 p.m.

**II. Roll Call**

Kesha Rich took roll call. Those members present were:

|  |   |  |   |
|--|---|--|---|
| Gregory L. Wilson<br>Chairman  | Lesley Crane<br>Indiana Department of<br>Administration –<br>Commissioner | Maia Siprashvili-Lee<br>Minority and Women’s Business<br>Deputy Commissioner | Aaron Vigil-Martinez<br>Director, Small Business &<br>Entrepreneurship<br>Indiana Economic<br>Development Corporation |
| Elizabeth Kiefner Crawford<br>Indiana Department of<br>Transportation Representative | Cassandra Wilson<br>Central Representative                                | Remo Mezzetta<br>Central Representative                                      | John Bartlett<br>State Representative   |
| Frances Vega-Steele*<br>Northern Representative                                      | Alfonso Vidal<br>Southern Representative                                  | Senator Greg Taylor<br>Proxy for Jean Breaux                                 |   |

\*Present via teleconference

**III. Establish quorum**

Having 7 voting members, a quorum was established for the meeting after the meeting began.

**IV. Adoption of Past Minutes**

Chairman Wilson entertained a motion to adopt the minutes from the August 13, 2018 meeting.

The motion was unanimously passed and the Governor’s Commission on Minority and Women’s Business Enterprises meeting minutes were adopted.

**V. Adoption of the Report of the Governor’s Commission on Minority and Women’s Business Enterprises**

Chairman Wilson entertained a motion to adopt the October 2018 Report of the Governor’s Commission on Minority and Women’s Business Enterprises.

The motion was unanimously passed and the October 2018 Report of the Governor’s Commission on Minority and Women’s Business Enterprises was adopted.

**VI. Deputy Commissioner’s Report**

Maia Siprashvili-Lee, the Deputy Commissioner of the Division of Supplier Diversity gave a general overview of 4<sup>th</sup> quarter 2018. The report included:

- Overview of the creation of the Division, M/WBE participation goals and the three (3) main functions of the Division: certification, contract compliance, business outreach
- Overview of the Division's organizational chart
- Certification review which highlighted the reduction of the Division's average days to process a certification, the addition of the IVOSB certification, and the improved reporting systems per the request of the commission
- Compliance review that identified the addition of a new contract compliance manager, the resumed oversight of the Pay Audit System, and highlighted the Commission's initiative for quarterly SEI reporting. Briefly reviewed the contents of the provided Contract Compliance 2018 Annual Report
- Business outreach update that addressed the success of the 2018 business conference season and a brief review of the provided 2018 Outreach Summary Report which included details about the 2019 outreach strategy

#### **VII. Deputy Director of Certification's Report**

Amy Wolf, the Deputy Director of Certification, gave a general review of certification data for 2018:

- Provided comparative numbers of 2018 3<sup>rd</sup> quarter to 4<sup>th</sup> quarter new incoming applications (97), recertification applications (86), applications completed (175), preliminary denials issued (17), applications denied (1) and average processing time (33.40 days)
- Reported data for MBE, WBE and total participation for the full years of 2016 and 2017 and year to date data for 2018
- Reported MBE and WBE new applications received and recertification's received for full years of 2016 and 2017 and year to date data for 2018
- Reported the data for the average days to certify: 2016 (73 days), 2017 (71 days), and 2018 (32 days)
- Reported the data for total certified firms: 2016, 2017, and 2018 year to date
- Provided a an update on certification achievements and challenges

#### **VIII. Deputy Director of Business Development and Compliance's Report**

Kesha Rich, the Deputy Director of Business Development and Compliance gave a general review of Compliance and Outreach in the 4<sup>th</sup> quarter 2018:

- Provided a compliance update that reported 8 INDOT Good Faith Effort Reviews were conducted in the 4<sup>th</sup> quarter – all 8 were granted; 16 state contracts were audited, 4 with payment and utilization issues and 12 requested subcontractors be replaced on the contract; Supplier Diversity attended 20 pre-proposal meetings and tracked 8 RFP's with MBE/WBE participation
- Reported the payments made to M/WBE subcontractors: MBE \$28,950,827.85, WBE \$29,363,551.85
- Reported the payments made to commitment goals- percentage of spend MBE 5.48%, WBE 6.06%
- DSD Business conference update - provided a comparison of 2018 business conference dates, location and attendance to 2017 business conference date locations and attendance.
- Reviewed the Division's outreach activities that detailed the 3 webinars and 17 outreach events attended, 1 of which was the Strike a Match with IEA Matchmaker event hosted by DSD for Indiana Energy Association in Evansville, IN
- Gave an overview of the last upcoming outreach event of 2018
- Discussed the Proposed 2019 Commission Meeting Dates

#### **IX. Deputy Commissioner of Procurement's Report**

Erin Kellam, Deputy Commissioner of Procurement, was not in attendance to give a general overview of procurement for the 4<sup>th</sup> quarter 2018 however the commission reviewed the provided report:

- Reviewed certified prime spend data and payments made to prime contractors
- Reviewed Top 100 Contracts data previously requested by the commission

**X. INDOT DBE Program Update**

Elizabeth Kiefner Crawford presented the Indiana Department of Transportation DBE program update. She provided an update on certification, contract compliance and support services. She reported certification statistics, including number of certified firms. She also included updates on current and future INDOT projects in relation to their supplier diversity goals.

**XI. State Educational Institution (SEI) Reports**

Each SEI gave a brief overview of their overall goals and utilization percentages for the quarter. The SEIs that presented their reports were:

- Ball State University
- Indiana State University
- Indiana University
- Ivy Tech Community College
- Purdue University
- University of Southern Indiana

**XII. Public Comments**

**PUBLIC COMMENTATORS:**

**Vanessa Pennoyer  
Gonzales Calloway**

NO FURTHER PUBLIC COMMENTATORS.

**XIII. Adjourn**

Chairman Wilson adjourned the meeting Monday, December 10, 2018, 3:35 a.m.